

**Tempe Fire Department Policies and Procedures**  
**Paramedic Assignment**  
**410.02Y**  
**Rev 8-3-06**

**PURPOSE**

To define eligibility and procedures for filling paramedic vacancies.

**POLICY**

The Fire Department is authorized 57 line paramedic positions (19 per shift) for the purpose of staffing advanced life support (ALS) companies. Paramedic assignment can be held at firefighter, engineer and captain positions.

Eligibility requirements for paramedic assignments are:

- Successful completion of probation as a firefighter.
- Current possession of a valid Arizona state EMT certification.

**PROCEDURE**

When a paramedic vacancy occurs, assignment will be made from an eligibility list established under the direction of the Medical Services battalion chief.

Personnel on the list who possess a current paramedic certification can begin to act in the position and receive assignment pay immediately upon selection to fill a paramedic vacancy.

EMT's on the list will be given the opportunity to attend paramedic school when selected to fill a paramedic vacancy. Upon completion of the program and receipt of the certification, that individual will begin to act in the position and receive assignment pay.

Paramedic assignment pay is equal to 10% above the individual's pay grade and will be applied immediately upon assignment to the paramedic position.

Members who are certified paramedics, but are not assigned as department paramedics, will receive assignment pay equal to 5% above the individual's base pay. These paramedics will perform all functions of a paramedic and may be moved as needed, in accordance with the policy on Seniority Based Company Assignments, to ensure two paramedic staffing on all ALS units.

Prior to receiving the 5% assignment pay all non-department paramedics must complete the following criteria:

1. The paramedic will ensure that any and all CE records pertaining to their certification are provided for the Base Hospital Coordinator for tracking purposes.
2. The paramedic will provide the department and hospital with a current copy of the following cards: BLS, ACLS, State Paramedic Certification, and PALS/PEPP for their file. The paramedic will maintain all certifications listed. Failure to do so will result in a suspension of assignment pay until recertified.
3. The paramedic will successfully complete an in-house evaluation consisting of a written test (scoring a minimum 75%), skills evaluation, mega code, static cardiology, and patient management stations. If unsuccessful the paramedic may retest again in 60 days. A paramedic will be limited to 3 attempts. If unsuccessful after three attempts the paramedic will be required to successfully complete an AZDHS approved ALS refresher course prior to being eligible to attempt the in house paramedic evaluation again. The paramedic may also be required (at the discretion of the EMS battalion chief) to complete 10 – 24 hour

shifts – with an approved preceptor for evaluation. The employee must perform satisfactorily during the 10 shifts assigned or he/she may be required to complete an additional 10 shifts.

4. The non-department paramedic will participate in any and all department testing. The paramedic must finish in the top ½ of all qualified applicants or obtain a minimum overall score of 75%. Failure to accomplish either of these will result in the elimination of assignment pay for that paramedic until the next testing cycle. The paramedic will be required to meet these qualifications during the next testing cycle to reinstate their assignment pay eligibility.
5. A non-department paramedic will be eligible to receive the 5% assignment pay for a maximum of two paramedic testing cycles. If that individual is not selected as a department paramedic during this time period he/she will no longer be eligible to receive the 5% assignment pay and/or overtime for CE training. He/she will only be eligible to reinstate the 5% assignment pay if they are selected as a department paramedic in future testing cycles.
6. All non-department paramedics will be assigned to the BLS list in their appropriate rank for Constant Staffing.
7. The paramedic will be expected to meet all training and CE requirements as line paramedics.
8. To qualify a paramedic must be off probation (as firefighter).
9. If a non-department paramedic is selected from the eligibility list to be a department paramedic he/she will immediately receive the additional 5% assignment pay. The exception to this rule is when a paramedic has not received the 5% assignment pay for a minimum of one year. In this situation the paramedic would begin to receive the additional 5% one year from time of initial assignment as per standard protocol.

When a paramedic is promoted to a higher rank and all the ALS positions at the higher rank are filled, then that individual will retain their assignment pay, but must take the first available opening on an ALS unit.